

SIMSBURY PUBLIC LIBRARY BOARD OF DIRECTORS
Minutes of August 16, 2004 Meeting

Present: Carol Bingham, Anne Erickson, Charmaine Glew, Bert Kaplan. Staff: Susan Bullock, Director and Eileen Sickinger, Recording Secretary.

The meeting was called to order at 7:25 P.M. by Carol Bingham, Chair.

Charmaine Glew moved that the minutes of the July 19, 2004 meeting be approved as presented.

Second: A. Erickson. So moved. There was no public audience and no additional agenda items.

COMMUNICATIONS: Mrs. Bingham spoke with John Loomis of the Planning Commission about clarifying the Library's position in the planning strategy of the Commission's Preservation of Historical Resources. Mr. Loomis explained that it had to do with the founders of Simsbury and their lives. It has not been fully developed and more information will be available at a later date. She also spoke with Brandon Robertson about the State Grant application and it will not be necessary to have it on the Board of Selectmen's August agenda prior to Tom Vincent signing it. It was reiterated that the application process will continue, the Town will pursue the concept of the grant, and breaking ground within the eighteen months framework required by the State will be possible. Mrs. Bullock will seek both Mr. Vincent's and Mr. Mandel's input when preparing the financial aspects of the grant application. A copy of the Grant application and the completed parts were included in the Director's packet.

Mrs. Bingham read the letter she has prepared for the Friends newsletter, Doorways. In it she emphasized the need for the proposed expansion.

The recent article in The Hartford Courant on the expansion project was also mentioned.

COMMITTEE REPORTS: Mrs. Glew reported for Friends. The public meeting on fund raising has been changed to September 30th at 7:00 P.M. in the Program Room. Doorways will have a new column written by the Library chair. The Friends' member's survey will be included in the upcoming newsletter and was distributed to the Board this evening. September 11th and 12th are the dates for the Annual Used Book Sale and plans well underway.

The Friends webpage is being updated.

The Director's evaluation forms will be reviewed at a September 18th Personnel Committee meeting.

DIRECTOR'S REPORT: Included in the July packet there was a list of additions and renovations needed for the expansion and it was suggested that this be passed on to Tom Vincent.

Mrs. Erickson had a copy of the Westport Playhouse's brochure on fund raising which will be passed on to the fund raising committee.

There will be an August 30th meeting at 3:00 P.M. for final review of the State Grant application.

Some of the highlights reviewed from the written report were the success of the Children's Summer Reading Program. Over 566 children read the required amount of books to win a free pass to the end of summer pool party at Simsbury Farms.

The Library is set to participate in Septemberfest. There will be an opinion survey on the building expansion on a touch screen computer. Other popular games will be available and there will be many prizes and give-a-ways. This year's theme will be "Glow With Your Library".

On Monday, September 13th the Library will resume its former hours of 9-9 on Monday-Thursday, 9-5 on Friday and Saturday, and Sunday from 1-5. The Library will be closed on Sunday and Monday of Labor Day weekend and open 9-1 that Saturday.

Mrs. Bullock reviewed recent staff changes. Sally Hartman, Head of Technical Services and Anne-Marie Kaminsky, Head of Adult Services have left to pursue other career options. She reviewed her discussion with Tom Vincent over the hiring process for these positions. She offered three options. Option A is the status quo. Option B is to hire an Assistant Director who would directly supervise all adult service department heads and will coordinate all computer work in the Library. The Assistant

Director would also work on the reference desk for one shift per week and every fifth Saturday. This option would allow two current part-time reference librarians to go full-time. Option C would have an Assistant Director, but part-time reference librarians would assume her time on the reference desk. Charmaine Glew moved that the Library Board recommend Option B, an Assistant Director, and the two people currently sharing a reference position, each going full-time. Second: B. Kaplan. So moved. Option B is the preferable plan because it sets a clear chain of command.

Mrs. Bullock also reviewed the filmfest scheduled for the coming year and the activities that will be happening during the Isaac Bashevis Singer Celebration Grant.

The budget for 2003-2004 had \$8,000 left over at the end of the fiscal year. The circulation statistics are lower and this is being attributed to the abbreviated hours this past year.

Also included in the Director's packet was a report from the Children's Librarian and the Business Outreach Librarian.

BUILDING UPDATE: Covered earlier in the meeting.

At 8:45 P.M. Bert Kaplan moved for adjournment.

A handwritten signature in cursive script, reading "Anne Erickson". The signature is written in dark ink and is positioned above the printed name.

Anne Erickson, Secretary